

High Impact Acquisition Program Guide

Updated 10/20/2011

I. HIA definition

All planned or existing procurement actions, e.g., interagency agreements, contracts, task orders, delivery orders and purchase orders meeting at least one of the following criteria are considered an HIA and must be tracked and reported in accordance with this Program Guide:

1. a value greater than \$10 million (estimated);
2. contracts that support OMB 300 major investments;
3. Competitive Sourcing actions under OMB Circular A-76;
4. controversial or otherwise sensitive such that they warrant the attention of the Senior Procurement Executive, e.g., complex or high profile multiple-bureau purchases, relevant protests or claims, or acquisitions in which interest or inquiries have been expressed by either the White House or Congress, Inspectors General (OIG and TIGTA), or Government Accountability Office (GAO); or
5. obligation of American Recovery and Reinvestment Act of 2009 (also referred to as the Recovery Act or ARRA) funds. Reference AB 09-02 for ARRA thresholds.

II. High Impact Acquisitions (HIA)

OPE will maintain the consolidated list of HIA contracts based on information submitted by the Bureaus. BCPOs will oversee the timely submission of all documentation and reportable elements and validate the information on their bureau's HIA list.

The consolidated HIA list and all documentation supporting the HIA program will be maintained in the Treasury Acquisition SharePoint environment at

<http://thegreen.treas.gov/do/opec/OPEWorkspace/programs/HIA>. All HIA documentation must be e-mailed to: HIA@treasuryecm.gov.

HIA documentation includes:

1. Acquisition Plans
2. HIA Coordination form
3. Corrective Action Plans and Monthly Progress reports (as required)
4. Strategic Review Board presentations (as required)

III. HIA Coordination Form

The HIA Coordination Form is comprised of three sections: Administrative Information, Acquisition Planning Information, and Contract Information. The same form will be used for submitting information related to pre-award and post award actions. For pre-award actions, only the Administrative Information and Acquisition Planning Information will be completed. For post-award actions, the Contracting Officer will update the Contract Information section of the form, retaining the Administrative Information and Acquisition Planning information from prior submissions.

The HIA Coordination Form is intended to provide the Office of the Procurement Executive and treasury Leadership with a concise status of the Department's most important procurement actions. HIA reporting is the responsibility of the Bureau Chief Procurement Officer (BCPO) responsible for awarding and/or administering the contract and the program manager or contracting officer technical representative responsible for the requirement.

The Administrative Information section identifies both the Bureau awarding/administering the contract and the Bureau requesting the contract action. This section also includes information about the contract or planned contract to include contract type, potential value of the contract, a description of the acquisition or contract action, and the name, certification level, email address, and phone number of the cognizant contracting officer

The Acquisition Planning Information section identifies the applicable requisition and solicitation, any prior contracts, the procedures to be used to award the contract action, the planned competition and small business strategies, forecast and actual acquisition milestones, and whether the acquisition is on track to meet the next upcoming milestone.

The contract Information section identifies the contract action, award date, period of performance, obligated value, socioeconomic category, COTR, and current performance rating for the contractor.

The following performance rating definitions will be used to assess the contractor's performance in the post-award phase:

QUALITY - Assess the contractor's conformance to contract requirements, specifications, quality of software product and development, and standards of good workmanship (e.g., commonly accepted technical, professional, environmental, or safety and health standards).

SCHEDULE - Assess the contractor's timeliness against the completion of the contract, task orders, milestones, delivery schedules, and administrative requirements (e.g., efforts that contribute to or effect the schedule variance).

COST/PRICE - Assess the contractor's effectiveness in forecasting, managing, and controlling contract cost, including reporting and analyzing variances. For fixed-price contracts assess the contractor's effectiveness at performing within the proposed contract price without requiring significant post-award modifications to increase the price.

BUSINESS RELATIONS—Assess the integration and coordination of all activity needed to execute the contract, specifically the timeliness, completeness, and quality of problem identification, corrective action plans, proposal submittals, the contractor's history of reasonable and cooperative behavior, customer satisfaction, timely award and management of subcontracts, and whether the contractor met small business, small disadvantaged business, small business HUBZone, veteran-owned small business, service disabled veteran-owned small business, and women-owned small business participation and subcontracting goals.

KEY PERSONNEL MANAGEMENT (For Services and Information Technology Business Sectors Only – Not applicable to Operations Support) - Assess the contractor's performance in selecting, retaining, supporting, and replacing—when necessary—key personnel.

The following performance rating scale will be used to assess the contractor's performance in the post-award phase:

Exceptional - Performance meets contractual requirements and exceeds many to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

Very Good - Performance meets contractual requirements and exceeds some to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

Satisfactory - Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.

Marginal - Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.

Unsatisfactory - Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective."

The information submitted in the form should be reviewed and certified by the BCPO prior to submission to OPE.

Note that it is not the intent that OPE staff perform a substantive review and quality control function on HIA documentation, nor that OPE approval is required prior to proceeding with acquisition planning and contract management activities. Responsibility for sound acquisition planning and contract administration continues to rest with the BCPO and CO. The HIA program is intended to furnish OPE with access to pertinent information on all HIAs to enable an in-depth analysis as needed. The HIA program is also intended to provide individuals within the acquisition community a communication channel to highlight issues requiring additional attention to help prevent and resolve problems. OPE may require additional documentation and/or discussion of particular strategies, plans, or documents on a case-by-case basis to support more in-depth analysis.

IV. Quarterly HIA review process and file documentation

Each quarter BCPOs and COs will be notified via email to review and update/add HIA contract information. BCPOs will ensure that the correct CO is assigned the task of reviewing and updating the HIA information.

The HIA Coordination Form (see Attachment I) is to be used as a document to capture information from the PM, COTR and CO and report to OPE. The CO will work with the PM and/or COTR to facilitate a complete and accurate accounting of the contract update within the required timeframe. The HIA Coordination form must be submitted to OPE at HIA@treasuryecm.gov and retained as a record in the contract file, readily available for management oversight and auditing purposes.

If a BCPO determines that a planned or existing procurement action falls within the definition of a HIA and determines that such action does not warrant reporting, the BCPO may submit a waiver request to the Senior Procurement Executive, OPE. The waiver request should include a detailed justification, explaining why the listed action(s) should be excluded from the reporting requirement.

V. Collection and Use of Data for the HIA Dashboard and Scorecard

HIA data will be gathered and compiled into a pre-award dashboard and a post-award scorecard. The dashboard and scorecard will be presented at Treasury Acquisition Council (TAC) meetings and used to support presentations to the Treasury Chief Acquisition Officer and Deputy Secretary for Procurestat, to the Office of Federal Procurement Policy for the Acqstat initiative, and for other forums as appropriate.

Pre-award dashboard

OPE will review HIA pre-award data and prepare a consolidated dashboard to identify risks in critical focus areas including Small Business, competition and contract type risk, and other areas of interest to Treasury leadership.

Acquisitions in the pre-award phase will indicate key forecast and actual milestones to support an assessment as to whether the program entails adequate planning, and whether it is on track to meet the solicitation release and award milestones. The proposed contract type, competition, and small business strategy will be indicated on the dashboard.

Post-award scorecard

OPE staff will analyze post-award data for completeness and to identify problems that may arise during contract administration. Contracts will be given traffic light style scores for *status* and *progress*, i.e., *green*, *yellow* and *red*. A *status* score is the result of analyzing performance information and qualifications of the contracting officer and contracting officer technical representative. Any contract with a performance rating in any element of less than satisfactory will receive a status score of red. A *progress* score is given for updating contract reviews or timely, providing and completing Corrective Action Plans and Monthly Progress reports once a contract appears on the scorecard. As long as actions are done accurately and timely, contracts will receive a *progress score* of green, even though the contract may be given a *status* score of red. If the contracting officer pursues information from the program office without response, this will be noted and the contract will receive a progress score of yellow. All scores of yellow and red are compiled on a scorecard along with the status and progress score.

VI. Corrective action plans and monthly progress reports

A Corrective Action Plan and Progress Report (see Attachment II) shall be submitted to OPE within four weeks for any High Impact Acquisition that receives a rating of “Red” for either status or progress.

The CO and BCPO must report on progress against the Corrective Action Plan monthly - due to OPE by the 5th calendar day of each month - starting the first month after the corrective action plan is due. Progress reports must be submitted until scorecard reverts to “Green” for status and progress.

VII. Strategic Review Board

OPE may call a Strategic Review Board (SRB) to review selected acquisition strategies and/or contract performance. The SRB will serve as an advisory body to the Senior Procurement Executive. The SRB will consist of OPE staff and other interested parties. The Bureau’s BCPO will be notified if an SRB will be held for one of their contracts. The Contracting Officer and PM/COTR will prepare a slide deck for presentation to the SRB within 2 weeks of BCPO notification.

Attachment I – HIA coordination form

Attachment II – Corrective action plan and progress report